

EHRA Scientific Documents Committee

(under the EHRA Research Pillar)

1. Mission

To oversee the development and endorsement of clinical documents relevant to the needs of heart rhythm professionals.

To provide high quality scientific documents on cardiac arrhythmias, working in collaboration with other ESC Associations and Working Groups, and other international societies, including HRS, APHRS, LAHRS, etc.

2. Objectives

1. To increase the quality of EHRA scientific documents
2. To develop good collaboration with ESC associations and Working Groups, and other international societies to create high quality consensus documents or position papers and avoid overlaps with documents planned by other associations/societies
3. To speed up the writing process of the documents which are already on the way
4. To make suggestions to the EHRA Board for the creation of new documents on the topics which are not yet covered by ESC Guidelines and other documents
5. To use needs assessment and other data resources to identify and prioritise topics for scientific documents, in collaboration with other EHRA Committees
6. To facilitate the initial development, revision and/or endorsement of clinical documents, including establishing effective operating procedures
7. To review requests for document collaboration/participation submitted by external organisations and makes recommendations to EHRA Board

3. Job Descriptions

CHAIRMAN'S JOB DESCRIPTION (anticipated time: 2 hours/week)

- Defines the Scientific Documents Committee objectives in line with the ESC/EHRA strategic plan.
- Sits at the EHRA Board and reports decisions from the Board and information from the Committee.
- Provides leadership to the Committee members to define objectives, delegate tasks and to motivate collaborative efforts with creative thinking
- Monitors activities and deadlines to ensure timely completion of high quality, cost effective work products
- Schedules, chairs and prepares agendas of Committee meetings (in person and by phone/web conference)
- Maintains confidentiality as appropriate



- Prepares reports and presentations for the EHRA Executive Board and addresses all its requests about other EHRA activities
- Reviews minutes and approves final work products and formal communication
- Ensures members' compliance with the EHRA financial and conflict of interest policies, including reviewing members' disclosures regularly and planning appropriately
- As EHRA Research Pillar Chair: oversees the activities of the EHRA Scientific Initiatives Committee (+ 2 hours/month)

CO-CHAIR'S JOB DESCRIPTION (anticipated time: 2 hours/week)

Reports to the Chair and works collaboratively with him/her to:

- Replaces the Chair at EHRA Board and any other Committee meetings if needed
- Helps the Chair to define the Scientific Documents Committee objectives in line with the ESC/EHRA strategic plan
- Establishes annual objectives, work plans, timelines
- Maintains confidentiality as appropriate
- Makes recommendations on work processes and volunteer assignments
- Responds to email notifications and solicitations in a timely manner (within 72 hours)
- Handles other duties as assigned by the Chair
- Coordinate the review process for scientific documents, which is the Co-Chair's specific responsibility in collaboration with the Chair

COMMITTEE MEMBER'S JOB DESCRIPTION (anticipated time: 1 hour/week)

- Works collaboratively with the Chair and also ESC/EHRA staff to achieve the Committee's goals and objectives as defined by the ESC/EHRA strategic plan
- Participates actively and constructively in all Committee meetings, including contributing to Committee deliberations by being familiar with distributed materials
- Delivers assigned tasks within the predefined timelines
- Maintains the confidentiality of deliberations and materials
- Contributes to the timely completion of Committee products and deliverables, including meeting ESC/EHRA staff and Committee deadlines
- Volunteers for special assignments or tasks when able to
- Participates in discussions, meetings/calls and/or voting as appropriate
- Responds to email notifications and solicitations in a timely manner (within 72 hours)

If absent from 2 consecutive Committee meetings, without any prior notice, the member needs to report to the Chair whether to remain or leave the Committee related to time constraints.

